PoAM Communication Events & Milestones

A&RMD will provide thoughtful, targeted, and timely communication planning to support Commands as they develop their Command FIPs

Date	Artifact	Channel	Message
4 November	FMO A&RMD Newsletter	Email	Address upcoming November PoAM sessions, and discuss PoAM roll-out and major milestones
15 November	DON PoAM Launch Email	Email	Announce PoAM to Commands; include audit readiness milestones in communication. Provide agenda for17 NOV FIP Manager Working Group
17 November	FIP Manager Working Group	DCO Call	Provide Commands with information to enable them to create Command Level financial improvement plans (FIPs) that meet the tasks identified in the PoAM
17 November	PoAM Package	Email	Provide PoAM Roadmap, User Guide, FAQs, Fact Sheet, and example templates for Command Level FIPs
17 November	PoAM Tasker	Tasker	Task Commands to create Command Level FIPs by 30 December
18 November - 21 November	PoAM Office Hours (2 hours)	Call	Field Command inquiries about PoAM developments
1 December	VCNO Memo to Commands	Email	Emphasize importance of Command support for the PoAM

* FIP TA working group has been renamed FIP Manager's working group

PoAM Communication Events & Milestones, cont.

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Date	Artifact	Channel	Message
1 December	FMO A&RMD Newsletter	Email	Address upcoming December PoAM activities, and discuss PoAM roll-out and major milestones
28 November – 9 December	Every Two-Days PoAM Office Hours (1 Hour)	VTC	Field Command inquiries about PoAM developments
16 December	FIP Manager Call	Call	Discuss status of Command Level FIP development and field relevant queries
26 December – 30 December	Command FIP Calls*	Call	Clarify final questions or concerns about the PoAM updates and remind Commands of upcoming December 30th deadline
1st Week of Every Month	PoAM Status Report Request	Email	Request Commands to complete PoAM Status Report Template*

* Details on Command Level FIP PoAM Status Report Template will be provided in December